

HIGHER EDUCATION PROGRAMS INSTITUTIONAL SERVICE SYSTEM

INTERIM REPORT USER GUIDE



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April 2020
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IS INTERIM REPORT QUICK SHEET

This page provides a quick overview of the HEP IS Interim Report system and how to use it. We recommend you review the entire User Guide to learn more about how each part of the system works so you can fully understand the Title III/Title V interim reporting process.

1. **Log in to <https://hepis.ed.gov> with your username and password**

See **Chapters II & III** of this user guide for more details about logging into the system.

2. **Verify your institution and grantee contact information and update it, if necessary**

See **Chapter VI** for more about the Grantee Information section.

3. **Complete all five Sections of your Interim Report**

See **Chapters VII-XI** for more details about each Section of the report.

4. **Review, Certify, and Submit your Interim Report**

See **Chapter XII** for more information about these steps.

For complete details about this entire process, please read this **User Guide** and the **Cover Sheet, Executive Summary, and Sections A-C** samples, all of which are available for download under the Interim Performance Reports header on the HEP IS Help page at <https://hepis.ed.gov/main/help>.

I. About the HEP IS Interim Reporting System

The Institutional Service Interim Reporting system is used to collect performance data from Title III and Title V grantees that are in the first year of their grant. For example, if you are reporting during April 2020, then your grant started in October 2019 and the data you're submitting should reflect activity from that date until March 31.

Title III and Title V grant programs are designed to improve academic quality, institutional management and fiscal stability, and strengthen physical plants and endowments of institutions of higher education, with an emphasis on institutions that enroll large proportions of minority and financially disadvantaged students.

The Title III/Title V Interim Report, also known as the Form 524B, consists of the following five sections:

- **Cover Sheet**
- **Executive Summary**
- **Section A:** Performance Objectives
- **Section B:** Budget Information
- **Section C:** Additional Information

Please complete this report as soon as possible so that program staff can review the information in a timely manner. If you are unsure about how to answer any of the questions in the online reporting tool, or if you need clarification on anything related to the content of your report, please contact your Program Officer.

If you have any questions or issues of a technical nature related to the use of the website, please contact the help desk. IS APR help desk staff are not qualified to answer any questions of a programmatic nature related to your grant.

The IS Interim Reporting system is generally open for one month starting on April 1.

For more information please see: <https://www2.ed.gov/about/offices/list/ope/ides/index.html>

II. HEP IS Home Page

After accepting a standard disclaimer regarding usage of a Federal website, you will be able to access the HEP IS system home page.

The screenshot shows the HEP IS Home Page. At the top is a dark blue header with the text "HEP IS" in large white letters, followed by "Higher Education Programs: Institutional Service" in smaller white letters. Below this is a navigation bar with a red circle containing the number 1 next to the "HEP IS Home" link, and other links: "About", "Help", "FAQs", and "Contact Us".

Below the navigation bar is a white section with the heading "Welcome to the new HEP IS web portal!". Below this heading is a small text box stating: "Institutional Service (IS) administers programs authorized under Title III and Title V of the Higher Education Act of 1965, as amended. For more information, see the About section." Below this is another text box stating: "The Grant Eligibility Application system will be open from 12/16/2019 through 1/31/2020." and "The Titles III and V Annual Performance Reporting system will be open from 1/6/2020 through 3/6/2020." Below these text boxes are two main content areas. On the left is a light blue box with the heading "New to HEP IS?" and the text "Click the button below to get started". Below this text is a red circle containing the number 3 next to a dark blue button labeled "New User". Below this button is another red circle containing the number 4 next to the heading "Find blank forms and guides". Below this heading is a link: "Click here to view blank report forms and user guides for HEP IS systems." On the right is a white box with the heading "Returning User? Login Below.". Below this heading are two input fields. The first is labeled "Email:" and has a red circle containing the number 5 next to it. The second is labeled "Password:" and has a red circle containing the number 5 next to it. Below the password field are two links: "Forgot your password?" and "Need Help?". Below these links is a dark blue button labeled "Login".

At the bottom of the page is a dark blue footer. On the left is the text "About HEP IS". In the center is the Seal of the Department of Education. On the right is the text "Contact Us".

1. Main Menu Links:

- HEP IS Home** - return to the home page
- About** - learn more about the HEPIS website and each of its subsystems.
- Help** - access User Guides, blank forms, and other helpful resources
- FAQs** - review answers to frequently asked questions
- Contact Us** - fill out a contact form to request assistance from the Help Desk (staffed Mon-Fri, 9 am-5 pm Eastern time; telephone support is not available)

2. System Information - look here for important information about when various HEPIS subsystems are opening and closing.

3. New User - click here if you need to request a new user account

4. Blank forms and guides - another link the the *Help* page described above

5. Login fields:

- Email** - your username is your email address

- b. **Password** - do not share your password with anyone; if you need additional users to fill out your APR they must have their own accounts linked to their own email addresses
- c. **Forgot your password** - click here to request a link via email to reset your password
- d. **Need help** - another link to the *Contact Us* page described above
- e. **Login** - after entering your username and password, click this button to login

A. New User Accounts

If you need a new user account, click the **New User** button and enter your email address into the field provided. The system will check to see if your email is already registered.

If your email address is not in the system, you'll be presented with a form to request a new user account. Make sure you provide the new user's:

- First Name
- Last Name
- Email Address,
- Institution Name, and
- Grant PR Number

The Help Desk must verify that the new user is authorized to access the application by contacting an individual that is currently in the system from a previous year.

Please allow up to one business day for new accounts to be created.

To save a step and expedite this process, you may choose to have someone who is already listed on the grant, such as the Project Director, fill out the new account request form on behalf of the new user.

III. Two-Factor Authentication

All Federal websites are now required to include **TWO-FACTOR AUTHENTICATION** in the login process. You may have seen this on other websites, especially those for banks and credit card companies.

Two-factor authentication requires that you login first with something you *know* (i.e., your username and password), and then with something you *have* (e.g., your phone).

You'll have the option to authenticate to the HEPIS website by means of:

- a smartphone app,
- a text message, or
- a voice telephone call.

You'll authenticate by confirming a request in the app, or by entering a 6-digit code onto the website sent to you by text or by voice.

The smartphone app is the recommended option, but we realize not everyone will have the access or the desire to use an app.

No matter which method you choose, the website will walk you through the setup process step by step. Setting it up will take less than five minutes, and using it each time you login will take only a few seconds.

IV. HEP IS Landing Page

HEP IS
Higher Education Programs: Institutional Service

[HEP IS Home](#) | [About](#) | [Help](#) | [FAQs](#) | [Contact Us](#) | [Account](#) | [Logout](#)

Welcome test@statecollege.edu

ISAPR - Annual and Interim Performance Reports

Your grants in the ISAPR system:

PR#	Report Type	Data Entry Window	Status	Enter System
P000X190000	Interim	04/01/2020 - 04/30/2020	In Progress	GO

After you successfully log into the system, you will find yourself on the HEP IS Landing Page. From here you can access each of the individual subsystems contained within the HEP IS system (there are a total of five subsystems, but you may not have access to all of them).

Your landing page may look different from the one displayed above. You will have access to whichever subsystem(s) apply to your particular grantee scenario. If you are not required to work in one of the subsystems, then it will not appear on your landing page. Each user will only see the subsystems that they need to work in. If you don't need it, you won't see it.

The main menu has two additional links now that you're logged in:

1. **Account** - click here to change your password and manage your two-factor authentication method(s)
2. **Logout** - click here to end your user session and logout of the system

To enter the Interim Reporting subsystem, click the GO button in the Enter System column on the row that includes your PR Number (represented above and in later screenshots by **P000X190000**).

V. Interim Reporting Home Page

The IS APR home page will display a Welcome Letter from the Director.

IS APR Home

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Institutional Services Annual Performance Reporting System

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Welcome test@statecollege.edu

PR/Award Number: P000X190000 Reporting Period: 10/01/2019 to 03/31/2020

Grantee Name: Community State College University Program Officer: Jane Doe (Jane.Doe@ed.gov)

IS APR Home - Interim

Director's Letter

Dear Project Director,

This message is a reminder that as a grantee institution receiving Title III or Title V funds, you must provide an Interim Performance Report to the Department of Education explaining the status of your grant project.

The data collection website is located at <https://hepis.ed.gov/> and it will be available starting on April 1, 2020. The report is due on April 30, 2020.

Please complete this report as soon as possible so that program staff can review the information in a timely manner. Should there be any changes to that timeframe, we will notify you.

Instructions for completing the performance report and a copy of the blank form can be found on the Help page. Please review the instructions before you begin your report.

If you have any questions, please contact the Help Desk at hepis.helpdesk@thetactilegroup.com or your assigned Program Officer. Please note that questions involving report content and program-related decision-making should be directed to your IS Program Officer.

We look forward to helping you complete the report in a timely fashion.

Sincerely,

The IS Technical Support Team

Continue

From the IS APR home page you can navigate to the following sections:

1. **Grant Identification** - every year you should review your Institution and Contact details and make any updates necessary, see Chapter VI
2. **Cover Sheet** - enter budget and other details about your grant, see Chapter VII
3. **Executive Summary** - enter a narrative highlighting your achievements, see Chapter VIII
4. **Section A: Performance Objectives** - enter objectives and performance measures, see Chapter IX
5. **Section B: Budget Information** - enter budget narrative, see Chapter X
6. **Section C: Additional Information** - enter any additional information, see Chapter XI
7. **Review and Certification** - verify that all sections are complete, certify that all data is accurate, and submit your report, see Chapter XII
8. **View Reports** - download PDFs of draft version and final submitted reports, see Chapter XIII

For the most part you may work on these sections in any order you like with only a couple of exceptions - certain tabs in Section 3, and all of Section 5 (PPOHA and HSI-STEM only).

Any section that is dependent on another being finished first will be inaccessible until the required preliminary data has been entered. More details about these specific scenarios are provided in the appropriate chapters of this user guide.

VI. Grant Identification

Start on the Grant Identification tab by reviewing your Institution and Contact details and make any updates necessary.

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Welcome test@statecollege.edu

PR/Award Number: P000X190000

Reporting Period: 10/01/2019 to 03/31/2020

Grantee Name: Community State College University

Program Officer: Jane Doe (Jane.Doe@ed.gov)

IS APR Home / Grant Identification

Grant Identification

Please verify the information below and click the 'Save and Continue' button to begin your report. If someone other than the project director is entering the report, please enter your name and contact information in the data entry fields.

General Information

PR Award Number: P031S190118

Program: Title V Developing Hispanic-Serving Institutions

Unit ID: 228149

Grantee Name (Institution Name):

St. Mary's University

Address 1:

One Camino Santa Maria

Address 2: (Optional)

Most of the information in this section will be pre-populated for you. Please review the information carefully to make sure that it is accurate. Make any corrections necessary and fill in any missing fields, especially the names and contact information for the Project Director (required) and an Additional Contact Person (optional, but recommended).

Please note that entering information in the Project Director and/or Additional Contact fields *does not* create new user accounts for them. New user accounts must be requested from the Help Desk.

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the Cover Sheet.

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VII. Cover Sheet

The Cover Sheet allows you to enter budget information and other details about your grant.

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Welcome test@statecollege.edu

PR/Award Number: P000X190000Reporting Period: 10/01/2019 to 03/31/2020

Grantee Name: Community State College UniversityProgram Officer: Jane Doe (Jane.Doe@ed.gov)

IS APR Home / **Cover Sheet - Interim**

Cover Sheet - Interim

1. Budget Expenditures

Report your actual budget expenditures for the entire previous budget period (i.e., through 30 days before the due date of this report). Please separate expenditures into Federal grant funds and non-Federal funds (match/cost-share) expended for the project during the current budget period to date.

Budget Period	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
Current Budget Period	599,454,000	\$

2. Indirect Cost Information (To be completed by your Business Office)

Are you claiming indirect costs under this grant?

☒ No ☐ Yes

3. Human Subjects (Annual Institutional Review Board (IRB) Certification)

Is the annual certification of Institutional Review Board (IRB) approval attached?

☐ No ☐ Yes ☒ N/A

Respond to each question in the spaces provided. If attachments are requested, use the upload button at the bottom of the page to submit up to three (3) documents as attachments. Documents may only be in Word, Excel, or PDF format, and must be under 20 MB each.

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

VIII. Executive Summary

The Executive Summary allows you to "tell the story" of your grant's impact at your institution. Provide a one to two page summary highlighting your project's goals, the extent to which the expected outcomes and performance measures were achieved, and what contributions the project has made to research, knowledge, practice, and/or policy. Include the population served, if appropriate.

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Welcome test@statecollege.edu

PR/Award Number: P000X190000 Reporting Period: 10/01/2019 to 03/31/2020
Grantee Name: Community State College University Program Officer: Jane Doe (Jane.Doe@ed.gov)

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Executive Summary

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Executive Summary - Interim

Provide a one to two page Executive Summary for annual performance reports and a two to three page Executive Summary for final performance reports. Provide highlights of the project's goals, the extent to which the expected outcomes and performance measures were achieved, and what contributions the project has made to research, knowledge, practice, and/or policy. Include the population served, if appropriate.

You have 4000 character(s) left.

Save Save and Continue to Section A

HEP IS



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Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

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IX. Section A: Performance Objectives

In Section A you will describe the Performance Measures you have established for each of the Project Objectives stated in your approved grant application.

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Welcome **test@statecollege.edu**

PR/Award Number: P000X190000 Reporting Period: 10/01/2019 to 03/31/2020

Grantee Name: Community State College University Program Officer: Jane Doe (Jane.Doe@ed.gov)

IS APR Home / **Section A**

Section A: Performance Objectives

In your approved grant application, you established project objectives stating what you hope to achieve with your funded grant project. Generally, one or more performance measures were also established for each project objective that serve to demonstrate whether you have met or are making progress towards meeting each project objective. In addition to project-specific performance measures that you may have established in your approved grant application, performance measures have been established by ED for the grant program that you are required to report on.

[Read More](#)

Note: Complete data must be submitted for any performance measures established by ED for the grant program and for any project-specific performance measures that were included in your approved grant application.

Add an Objective and Performance Measure

Continue to Section B

HEP IS

DEPARTMENT OF EDUCATION

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Click the **Add an Objective and Performance Measure** button to get started.

You must enter at least **one** Objective AND **one** Performance Measure. You may add multiple Performance Measures under each Objective, if desired.

Add your Objective details in the fields displayed.

When you add an Objective, you must also add **one** Performance Measure. Click the **Save** button at the bottom of the form to save your changes.

Objective 1

Objective:

You have 4000 character(s) left.

Objective Status: On schedule

Objective Narrative:

Please provide a brief statement, with data and references to goals stated in your application as appropriate, to document the work towards this project objective during the current reporting period. Please describe any unexpected results due to this project objective.

You have 4000 character(s) left.

Performance Measure 1.1

Performance Measure Description:

You have 4000 character(s) left.

Measure Type: Project

Date Last Measured:

How Often Do You Measure

Data Type: ☐ Raw Number ☐ Ratio

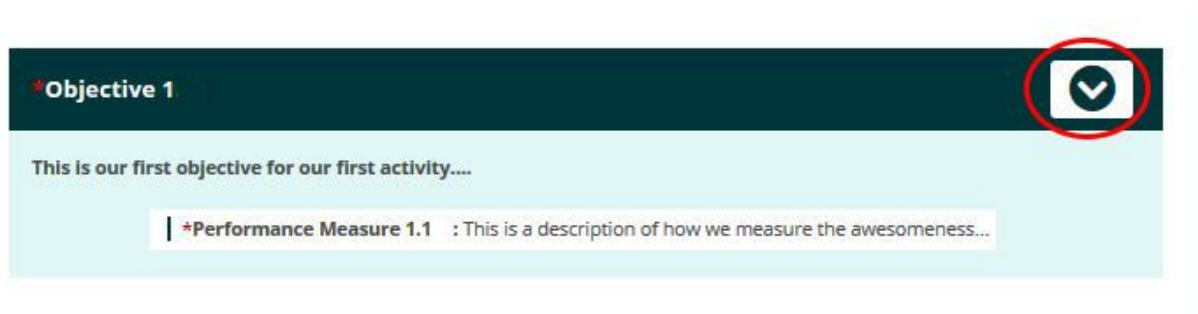
Target	Actual

Additional Performance Measures can be added after adding this Objective

Cancel Save



If you want to add additional Performance Measures or edit the data you entered, click the the **drop down arrow** button in the Objective header bar.

Or click the **Add an Objective and Performance Measure** button at the bottom to add a new Objective and Performance Measure.



When viewing your data, click the **Edit** button to enter in the Objective header bar to add, edit, or delete data associated with that Objective.

▼ Objective 1



Objective:

This is our first objective for our first activity.

You have 3949 character(s) left.

Objective Status:

On schedule ▼ ?

Objective Narrative:

Please provide a brief statement, with data and references to goals stated in your application as appropriate, to document the work towards this project objective during the current reporting period. Please describe any unexpected results due to this project objective.

This is a brief statement about the objective describing how awesome it is for the students.

You have 3908 character(s) left.

▼ Performance Measure 1.1

Performance Measure Description:

This is a description of how we measure the awesomeness

You have 3945 character(s) left.

Measure Type:

Project ▼

 Date Last Measured:

10/01/2018

How Often Do You Measure ?

Annually

Data Type:

☒ Raw Number ☐ Ratio

Target	Actual
<div>100</div>	<div>75</div>

Once you're in edit mode, you can delete the Objective by clicking the **Delete** button in the Objective header bar. You can add another performance measure by clicking the **Add Another Performance Measure** button near the bottom. You can also edit any text in any field and **Save** your changes by clicking the appropriate button at the bottom. To leave edit mode without saving any changes, click **Cancel**.

Objective 1 Delete this Objective

Objective:

This is our first objective for our first activity.

You have 3949 character(s) left.

Objective Status: On schedule

Objective Narrative:

Please provide a brief statement, with data and references to goals stated in your application as appropriate, to document the work towards this project objective during the current reporting period. Please describe any unexpected results due to this project objective.

This is a brief statement about the objective describing how awesome it is for the students.

You have 3908 character(s) left.

Performance Measure 1.1

Performance Measure Description:

This is a description of how we measure the awesomeness

You have 3945 character(s) left.

Measure Type: Project Date Last Measured: 10/01/2019

How Often Do You Measure: Annually

Data Type: ☒ Raw Number ☐ Ratio

Target	Actual
<input type="text" value="100"/>	<input type="text" value="75"/>

Add Another Performance Measure Cancel Save

When finished adding all of your Project Objectives and Performance Measures, click **Save** to save your work, or click **Save and Continue** to save your work and proceed to the next Section.

X. Section B: Budget Information

In Section B, you'll provide narrative information about your budget.

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Welcome test@statecollege.edu

PR/Award Number: P000X190000Reporting Period: 10/01/2019 to 03/31/2020

Grantee Name: Community State College UniversityProgram Officer: Jane Doe (Jane.Doe@ed.gov)

IS APR Home / **Section B**

Section B: Budget Information

1. Budget Information

If you would like to provide a spreadsheet of budget information, you may do so on the File Upload page.

- For budget expenditures made with Federal grant funds, you must provide an explanation if funds have not been drawn down from the G5 System to pay for the budget expenditure amounts in the Current Budget Period row in item 1 on this report's Cover Sheet tab.
- Provide an explanation if you did not expend funds at the expected rate during the reporting period.
- Describe any significant changes to your budget resulting from modification of project activities.
- Describe any changes to your budget that affected your ability to achieve your approved project activities and/or project objectives.

You have 4000 character(s) left.

Save

Save and Continue to Section C

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

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XI. Section C: Additional Information

In Section C, you can provide any additional narrative information about your project that you like.

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Welcome test@statecollege.edu

PR/Award Number: P000X190000

Reporting Period: 10/01/2019 to 03/31/2020

Grantee Name: Community State College University

Program Officer: Jane Doe (Jane.Doe@ed.gov)

IS APR Home / Section C

Section C: Additional Information

1. Additional Information

Enter any additional information you would like to provide below.

- If applicable, please provide a list of current partners on your grant and indicate if any partners changed during the reporting period. Please indicate if you anticipate any change in partners during the next budget period. If any of your partners changed during the reporting period, please describe whether this impacted your ability to achieve your approved project objectives and/or project activities.
- If instructed by your program office, please report on any statutory reporting requirements for this grant program.
- Describe any changes that you wish to make in the grant's activities for the next budget period that are consistent with the scope and objectives of your approved application.
- If you are requesting changes to the approved Project Director listed in Block 3 of your GAN and/or to other approved key personnel listed in Block 4 with a proposed effective date during the remainder of the current budget period or the next budget period, please indicate the name, title and percentage of time of the requested key personnel. Please indicate whether the proposed Project Director curriculum vitae for the proposed key personnel when you submit your performance report.
- Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits from your project.

Click **Save** to save your work and remain on this page, or click **Save and Continue** to save your work and proceed to the next Section.

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XII. Review and Certification

The Review and Certification Section serves three tasks:

1. **Review:** Check your report for completeness and verify that all required questions have been answered
2. **Certification:** Certify that all information on the report is true and correct to the best of your knowledge
3. **Submit:** Send your report to the Department and lock it to prevent future changes.

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Welcome test@statecollege.edu

PR/Award Number: P000X190000 Reporting Period: 10/01/2019 to 03/31/2020

Grantee Name: Community State College University Program Officer: Jane Doe (Jane.Doe@ed.gov)

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Review and Certification - Interim

Review

Certification

Submit

Review Your Report

Cover Sheet

!

Go to Section

Executive Summary

!

Go to Section

Section A: Performance Objectives

✓

Go to Section

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A. Review

On the Review tab you will be shown the completion status for each section of the report. If any section is incomplete, click the **Go to Section** button or click the desired Section option on the left hand menu to return to that section and complete the remaining questions.

Review	Certification	Submit
Review Your Report		
Cover Sheet		
!	Go to Section	
Executive Summary		
!	Go to Section	
Section A: Performance Objectives		
✓	Go to Section	
Section B: Budget Information		
!	Go to Section	
Section C: Additional Information		
!	Go to Section	
Continue to Certification		

All questions on the report are required except where indicated.

When all sections are complete, you will be able to proceed to the Certification tab.

B. Certification

The Certification tab allows your Certifying Official to enter their name and contact information, which serves as an electronic signature. Their electronic signature certifies that all information on the report is true and correct to the best of their knowledge.

First verify that the information at the top of the tab is correct. If any changes need to be made, either click the **Return to Grant Identification Page to Edit** button, or click the Grant Identification option at the top of the left hand menu.

Review

Certification

Submit

Certification

Review the information below. If any of the items in 3-5 need to be changed, return to the Grant Identification page and update it there. Otherwise, please enter the authorizing representative information and click the Save and Continue button. You do not need to send a signed certification form to ED or upload a signed certification form.

1. Reporting Period

10/1/2018 to 09/30/2019

2. PR Award Number

P000X00000

3. Project Title

Excellent Grant Project

4. Recipient Information

Name: Community State College University

Address: 1200 State Capital Boulevard, State Capital, US 12345

5. Contact Information

Name: Jane Doe

Title: Project Director

Phone: (888) 555-1212

Email: jane.doe@commstatecolluniv.edu

Return to Grant Identification Page to Edit

6. Authorized Representative

(The Institutions President or someone with the institutional authority to sign off on federal sponsored agreements) **To the best of my knowledge and belief, all data in this performance report are true and correct.**

Name

Email

Phone

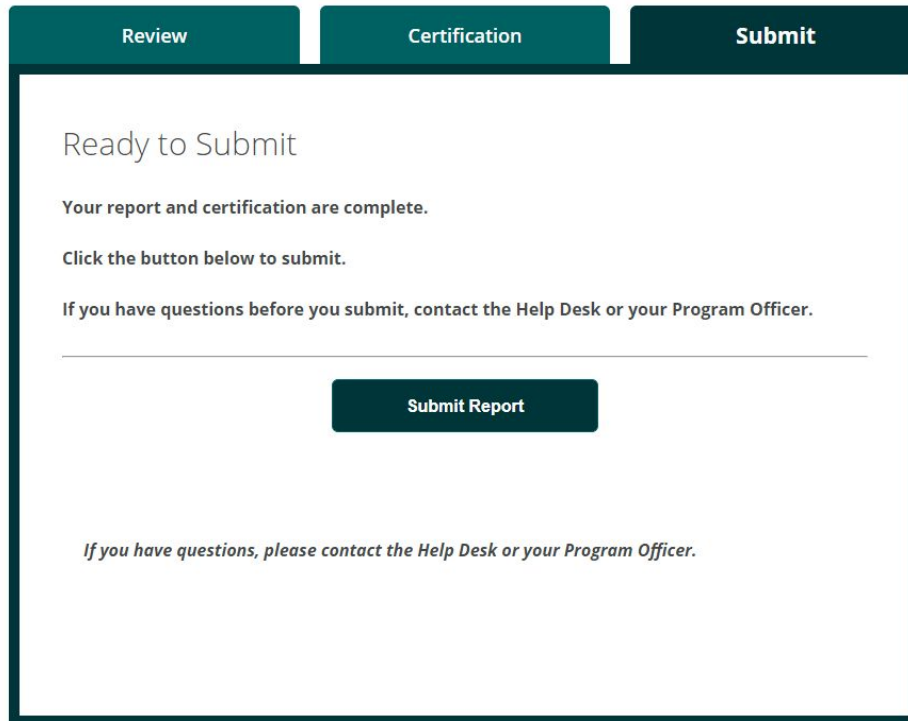
Date

Save and Continue

You do NOT need to mail or fax a signed certification form to the Department.

A. Submit

Once your report has passed the completion review and your Certifying Official has entered their electronic signature, you will be able to Submit your report.



The screenshot shows a web interface with three tabs at the top: 'Review', 'Certification', and 'Submit'. The 'Submit' tab is active. The main content area is titled 'Ready to Submit' and contains the following text: 'Your report and certification are complete.', 'Click the button below to submit.', and 'If you have questions before you submit, contact the Help Desk or your Program Officer.' Below this text is a dark teal button labeled 'Submit Report'. At the bottom of the content area, there is a line of italicized text: 'If you have questions, please contact the Help Desk or your Program Officer.'

Click the **Submit** button to send your report to the Department.

You do NOT need to send a hard copy of the report to the Department.

B. Unsubmit

Once your report is submitted it is locked and you cannot make any further changes.

If you need to make changes to your submitted report **before** the submission deadline and the system closes, simply contact the Help Desk and they will “unsubmit” your report for you.

You will then be able to login as normal, make your edits as needed, and then resubmit your report yourself.

You do not need to contact the Help Desk to resubmit your report.

XIII. View Reports

Click the View Reports tab to print a copy of this year's report. If your report has not been submitted yet, it will have a "Draft" indicator in each page header. After submission, this indicator will disappear to reflect that it is the final version of the submitted report.

IS APR Home

Grant Identification

Cover Sheet

Executive Summary


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Performance Objectives

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Review and Certification

View Report(s)



ISAPR

Institutional Services Annual Performance Reporting System

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Welcome test@statecollege.edu

PR/Award Number: P000X190000

Reporting Period: 10/01/2019 to 03/31/2020

Grantee Name: Community State College University

Program Officer: Jane Doe (Jane.Doe@ed.gov)

IS APR Home / **Reports**

View Reports

Current Year

[Interim Report DRAFT](#)